STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING

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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY - REANNOUNCEMENT

JOB TITLE: Planning & Quality Assurance Specialist III

OPEN DATE: 4/14/2023
CLOSE DATE: 5/12/2023

JOB LOCATION: Department of Mental Health
Region II Administration Building
James I. Harrison Jr. Parkway
Tuscaloosa, Alabama

NUMBER: 23-01
JOB CODE: Q3000

SALARY
- Range 77 ($50,712.00 - $85,087.20 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS
- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the Alabama State Employee Insurance Board.
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the Retirement Systems of Alabama.
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS
- Master's degree in Public Administration, Health Administration, Business Administration, or any human services field. Registered Nurses qualify with a bachelor's degree in Nursing.
- 48 months or more experience in the public health or human services field, which includes a combination of data collection, data analysis, or data management.
- ***Preference will be given to individuals with experience evaluating the efficiency and efficacy of a program or intervention.***

  Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK
- Provides central oversight over the agency's forensic data management systems and repositories.
- Synthesizes and analyzes data sets for the purposes of identifying and disseminating data trend information and recommendations.
- Develops and establishes systems to collect data in a manner that allows for meaningful and efficient data analysis and for generating reports.
- Monitors existing data repositories to ensure that necessary elements are consistently maintained across systems.
- Develops and disseminates interpretive reports or presentations to be used by staff, managers, executives, and external stakeholders.
- Establishes mechanisms to track and monitor the efficacy of office initiatives, including the oversight of the inpatient, outpatient, and jail-based programs.
- Establishes and implements approaches for evaluating the performance of various contract providers.
- Assesses psychological data and clinical, forensic, and legal information for the purposes of providing technical assistance and recommendations regarding diversion opportunities or proceedings.
- Assists the Director of the OFMHS by conducting scholarly literature reviews on topics pertaining to forensic mental health and assists with the implementation of various initiatives and projects that will strengthen the forensic services system.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of mental health systems of care including programmatic treatment models for responding to people affected by trauma, serious mental illness, and/or substance abuse.
- Knowledge of quality assurance and quality improvement concepts, practices, methods, and models including approaches for evaluating the efficacy of programs, interventions, or models.
- Foundational knowledge of statistics.
- Ability to identify factors for meaningful program evaluation and to compile, maintain and analyze a robust data set.
- Ability to manage multiple projects simultaneously.
- Ability to identify pertinent factors for program evaluation and strengthen existing data collection systems to establish an efficient mechanism for gathering relevant information while ensuring data integrity.
- Ability to train others in how to use various systems for data collection.
- Ability to evaluate information and data to formulate accurate reports with findings presented in a clear and concise manner through narrative summaries, charts, and graphs.
- Ability to express ideas in a clear and concise manner, both verbally and in writing.
- Ability to effectively organize, plan, and implement work independently.
- Ability to utilize a personal computer, internet resources, Microsoft Office products, and data repository and analytics programs such as Excel, databases, or the Statistical Package for Social Services (SPSS).
- Customer service skills with the ability to establish and maintain effective working relationships with various individuals, associates, subordinates, groups, and professionals both within the ADMH, state government, and the broader community.

METHOD OF SELECTION
- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.

- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

Click Here to Apply Now:
https://laserfiche.alabama.gov/Forms/ADMH-Job-Application

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university

EQUAL OPPORTUNITY EMPLOYER